

**RESOLUTION NO. 2012-8**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, SELECTING ENERGOV SOLUTIONS, INC. TO PROVIDE BUILDING PERMIT SOFTWARE FOR THE BUILDING, ZONING, AND PLANNING DEPARTMENT; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT CONSISTENT WITH THE TERMS SET FORTH IN THE PROPOSAL ATTACHED AS EXHIBIT “A;” AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village Manager, in accordance with the Village Code of Ordinances, recently sought proposals for new building permit software for the Building, Zoning, and Planning Department (the “Software”); and

**WHEREAS**, after careful review of the proposals submitted, the Village Manager recommends EnerGov Solutions, Inc. (the “EnerGov”) for the Software; and

**WHEREAS**, the Village Council selects EnerGov for the Software, and authorizes the Village Manager to negotiate an agreement with EnerGov consistent with the proposal attached as Exhibit “A;” and

**WHEREAS**, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**


**Section 1.**     **Recitals Adopted.** Each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

**Section 2.**     **EnerGov Selected.** The Village Council hereby selects EnerGov for the Software.

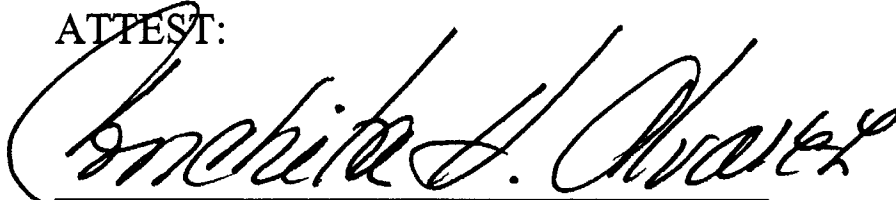
**Section 3.**     **Village Manager Authorized.** The Village Manager is hereby authorized to negotiate an agreement, consistent with the proposal attached hereto as Exhibit "A," with EnerGov for the Software. In the event an agreement cannot be reached with EnerGov, the Village Manager is authorized to negotiate with the next highest ranked firm(s), in order of ranking, until an agreement in the best interest of the Village is reached.

**Section 4.**     **Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 28th day of February, 2012.

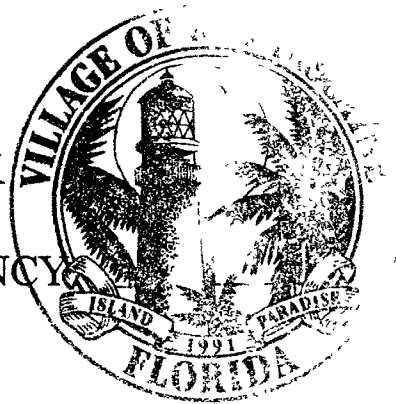
  
MAYOR FRANKLIN H. CAPLAN

ATTEST:

  
CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

  
VILLAGE ATTORNEY



# Memorandum



**Date:** February 8, 2012

**To:** John C. Gilbert, Village Manager  
Village of Key Biscayne

**From:** Fred Simmons, Jr. Committee Chair  
Miami-Dade County

**Subject:** Report of Evaluation for RFP No. VKB8111: Building, Zoning, and Planning  
Department Software Permit Tracking System

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The Request For Proposals (RFP) was developed through a collaboration of the Village of Key Biscayne and Miami-Dade County's Internal Services Department-Procurement Management Division. This partnership will continue throughout the RFP process. The Evaluation/Selection Committee has completed the task of evaluating proposals submitted in response to the above subject Request for Proposals ("RFP") following the guidelines published in the RFP solicitation.

**Project No.:** VKB8111

**Project Title:** Building, Zoning, and Planning Department Software Permit Tracking System

**Solicitation Issued:** August 1, 2011

**Purpose of the RFP:** To provide and implement a turnkey software solution for a permit tracking system to address the needs of the Village's Building, Zoning and Planning Department ("Project"). As the Village is a barrier island, the Village seeks a vendor-hosted web-based solution. The proposed software solution is required to manage a variety of functions administered by the Village's Building, Zoning and Planning Department. Additionally, the proposed software solution must provide an online public access system for facilitating online permit applications, inspection scheduling, status inquiries, etc. It is desired that the proposed solution provide an interface with the Village's GIS system. The selected proposer will also be required to training Village staff in using and administering the new software solution, as well as annual and ongoing support and maintenance that include trouble shooting, upgrades and enhancements to the system.

**Solicitation Advertisement:** The solicitation was sent to firms known by the Village to have interest in this solicitation, and firms identified by the County through its extensive data base of firms that provide the software systems and professional services contemplated by the solicitation. Over 300 companies were notified of the Village's solicitation.

**Method of Award:** Open competitive solicitation with award to the Proposer that is deemed to have offered the best solution and value to the Village. This method of award also contemplates negotiations with recommended firms.

**Term of Contract:** The period required for system implementation; including system testing, staff training. The contract term will be negotiated with the selected proposer(s).

**Pre-bid Conference:** The Village held two Pre-bid Conferences. The second allowed potential proposers to participate via teleconference.

**Date and number of proposals received:** On September 9, 2011, the Village received nine proposals in response to the solicitation.

**Name of Proposers:** See Proposal Receipt Log attached.

**Evaluation Selection Committee (Committee):** The seven member voting Committee was comprised of subject matter experts from the Village of Key Biscayne (4), City of Coral Gables (1), City of Pine Crest (1), and Miami-Dade County (1). The Committee was chaired by a senior member of the Internal Services Department-Procurement Management Division from Miami-Dade County.

**Committee Meeting Dates:** October 12, 2011, October 27, 2011, November 10, 2011, January 18, 2012, January 20, 2012, and January 24, 2012.

**Summary of Committee Scores:** The initial evaluation of proposals was conducted for all nine proposals received. Each proposal was pre-screened by Village and County staff to ensure it was responsive to the requirements of the solicitation. The Committee evaluated each proposal against the five evaluation criteria listed in the RFP. Each of the five evaluation criteria were weighted equally, a maximum of 20 points for each Committee member per evaluation criteria. The scoring criteria are:

1) Technology and System Functionality, 2) Proposed Price, 3) Concept Plan/Proposal Information, 4) Support and Maintenance, and 5) Qualifications and Experience. The maximum score for a proposer is 700 points (7 committee members X 20 points X 5 evaluation criteria). After the initial scoring, the Committee elected to conduct oral presentations with the top five highest scoring proposers. The firms were invited to present to the Committee a demonstration of their proposed system, and answer questions. The five proposers were each given four hours to demonstrate their system functionality, capacity, and how their system meets the requirements of the Village, as expressed in the solicitation. The Committee was able to revise their scoring based on the oral presentation. Scoring and ranking was as follows:

**Pre Oral Presentations (Initial Scoring)**

PROPOSER	SCORES: Percentage of maximum score (700)	RANKING	Recommended for Oral Presentations (Yes/No)
CRW Systems, Inc.	501: 71.57%	1	Yes
Triangle Associates, Inc.	474: 66.71%	2	Yes
Computer Software, Inc.	472: 67.43%	3	Yes
Paladin Data System	465: 66.43%	4	Yes
EnerGov Solutions, Inc.	458: 65.43%	5	Yes
Online Solutions, LLC	447: 63.89%	6	No
Kings Canyon Technology, Inc.	429: 61.13%	7	No
TradeeMaster, Inc.	401: 57.29%	8	No
Calvin, Giordano Associates, Inc.	344: 49.14%	9	No

**Post Oral Presentation Scores**

PROPOSER	SCORES: Percentage of maximum score (700)	RANKING	Recommended for Negotiations (Yes/No)
CRW Systems, Inc.	532: 76.00%	3	No
Triangle Associates, Inc.	406: 58.00%	5	No
Computer Software, Inc.	540: 77.15%	2	Yes
Paladin Data System	411: 58.71%	4	No
EnerGov Solutions, Inc.	546: 78.00%	1	Yes

**Request for authorization to enter negotiations:** The Committee determined that it is in the best interest of the Village to enter into negotiations with the two highest ranked firms. The two highest ranked firms offered a technical solution that meets the requirements of the Village. Their pricing is competitive and represents high-quality, and value for the solution proposed. Through negotiations, it is anticipated additional value can be gained in professional services, and price reductions. Pursuant to the RFP, the Village reserves the right to enter into negotiations with the next highest ranked firm should an agreement not be reached with either of the two highest ranked firms. The price offers of the recommended firms are attached.

It is respectfully requested that authorization be granted to enter into negotiations with EnerGov Solutions, Inc., and Computer Software, Inc. The following Committee members are recommended to participate in negotiations and comprise the Negotiations Team:

- 1) Fred Simmons, Jr., CPPO (Lead Negotiator/Negotiations Chair), Miami-Dade County
- 2) Jud Kurlancheek, (Lead Negotiator) Director Building, Zoning, and Planning

Technical Support:

- 3) Michael Fleming, Information Technology Manager, Village of Key Biscayne
- 4) Eugenio M. Santiago,
- 5) Laura Manos, Information Technology Manager, Miami-Dade County
- 6) Leo Llanos, Building Official, City of Pine Crest
- 7) Eric Lang, Fire Chief, Village of Key Biscayne
- 8) Manuel Z. Lopez, Building Official, City of Coral Gables
- 9) Asela Martell-Molina, Chief Permit Clerk, Village of Key Biscayne

Authorization to negotiate is:

\_\_\_\_\_  
 Approved Date

\_\_\_\_\_  
 Not Approved Date

Cc: Evaluation/Selection Committee, and Negotiations Team

# COMPOSITE RANKING OF ALL NINE (9) FIRMS

## EVALUATION OF PROPOSALS

RFP NO. VKB8111

Building, Zoning and Planning Department Software Permit Tracking System

### COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (7 members)	Triangle Associates, Inc.	CRW Systems, Inc.	Online Solutions, LLC	Energey Government Solutions	Calvin, Giordano Associates, Inc.	TradeeMaster, Inc.	Paladin Data System	Kings Canton Technology, Inc.	Computer Software, Inc.
Technology and System Functionality		20	140	115	106	85	105	76	77	103	88	96
Proposed Price		20	140	63	89	91	73	80	82	91	79	83
Conceptual Plan/Proposal Information		20	140	99	109	89	103	74	75	95	78	109
Support and Maintenance		20	140	101	101	94	89	49	91	85	92	97
Qualifications/Experience		20	140	96	96	88	88	65	76	91	92	87
<b>TOTAL TECHNICAL POINTS</b>		<b>100</b>	<b>700</b>	<b>474</b>	<b>501</b>	<b>447</b>	<b>458</b>	<b>344</b>	<b>401</b>	<b>465</b>	<b>429</b>	<b>472</b>
Ranking												

Signature:

Chairperson

PRINT NAME:

DATE:

FRED SIMMONS, JR.

2/6/12

Reviewed By

Local Preference* (Highest ranked proposer's total points - 5% = Local Preference range)											
Is any firm within 5% of the highest ranked? Y / N											
Is highest ranked local? Y / N											
Is firm within 5% local? Y / N											

# COMPOSITE RANKING OF FIVE (5) SHORT LISTED FIRMS

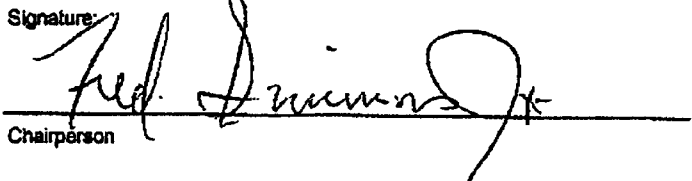
## EVALUATION OF PROPOSALS: POST ORALS

RFP NO. VKB8111

Building, Zoning and Planning Department Software Permit Tracking System

### COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (7 members)	Triangle Associates, Inc.	CRW Systems, Inc.	Online Solutions, LLC	Energy Government Solutions	Calvin, Giordano Associates, Inc.	TradeeMaster, Inc.	Paladin Data System	Kings Canton Technology, Inc.	Computer Software, Inc.
Technology and System Functionality		20	140	95	105	X	114	X	X	79	X	112
Proposed Price		20	140	63	101	X	96	X	X	84	X	101
Conceptual Plan/Proposal Information		20	140	79	105	X	111	X	X	86	X	112
Support and Maintenance		20	140	85	110	X	113	X	X	80	X	111
Qualifications/Experience		20	140	84	111	X	112	X	X	82	X	104
<b>TOTAL TECHNICAL POINTS</b>		<b>100</b>	<b>700</b>	<b>406</b>	<b>532</b>	<b>X</b>	<b>546</b>	<b>X</b>	<b>X</b>	<b>411</b>	<b>X</b>	<b>540</b>
Ranking												

Signature:   
Chairperson

PRINT NAME: FRED Simmons Jr DATE: 2/6/11

Reviewed By \_\_\_\_\_

Local Preference* (Highest ranked proposer's total points - 5% = Local Preference range)										
Is any firm within 5% of the highest ranked? Y / N										
Is highest ranked local? Y / N										
Is firm within 5% local? Y / N										